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14 NOV 1968

## MEMORANDUM FOR THE RECORD

SUBJECT: Briefing of the Logistics Services Division, Office of Logistics--  
8 November 1968

*Meetings 1*

1. Present were Messrs. Bannerman, Meloon, [redacted]

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2. [redacted] began his briefing by stating the mission of LSD is to provide logistics support to overt Agency components in the Metropolitan Washington area. There are [redacted] locations of Agency components including two new locations [redacted]. The Division has a personnel ceiling [redacted] which is an increase of two positions in the newly organized [redacted]. Attached are functional statements and organizational charts for LSD.

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3. Obtaining sufficient and adequately trained personnel remains a problem. An example is the continuing recruitment request for two couriers per month. A new telephone engineer is now in process for the [redacted] and it is anticipated that he will eventually become Chief of the branch. Some of the other problems of the division are:

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a. Necessity for all GSA work orders having to be certified re their necessity and security requirements;

b. The restrictions of the executive furniture policy;

c. Overtime limitations;

d. Budget controls--can only obligate 1/12 of annual budget per month except for building modifications when 3/12's is allowed;

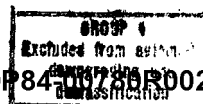
e. Reduction in funds for administrative supplies has resulted in only 30-day stock level (DD/S requested [redacted] to investigate this item);

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f. Constantly recurring telephone bill [redacted] per year;

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g. Postal rate increase effective 19 October 1968 will result in an additional cost of \$16,000.

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-2-

Subject: LSD Briefing, 8 November 1968

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4. [ ] went into more details on the overtime problems in his division. He pointed out that the nine assigned chauffeurs account for approximately \$27,000 per year in overtime pay and he has little or no control over this overtime. He believes the overtime for these chauffeurs could be reduced if the officers to whom they are assigned would notify their drivers when they will not be needing them at the end of the day. Mr. Bannerman suggested that he might send a personal memorandum to each Deputy Director requesting them to attempt to reduce the overtime for their chauffeurs. Other categories of overtime are:

- a. Moving costs--especially night moves;
- b. Special cleaning crews for vaulted areas; and
- c. Security escorts for contractors--they work for O/Security but charged to LSD.

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5. [ ] listed a number of statistics which indicated the volume and variety of the responsibilities of his division:

- a. [ ]
- b. 249,619 people transported last year (an increase of 5,000 over the previous year);
- c. Machine repairs requiring outside technicians-- 35 to 40 per day;
- d. 30 telephone moves and 20 telephone trouble calls per day;
- e. Minor office alterations-- 10 per day;
- f. Station moves (desk or safe, etc.)-- 26 per day;
- g. 5,730,744 outgoing and incoming messages (envelopes) handled last year--this includes internal as well as external [ ] to provide a more complete break-down of this activity).

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-3-

Subject: LSD Briefing, 8 November 1968

6. A rather detailed analysis was given of the status of Phases I and II of the review of the heating and air-conditioning systems in Headquarters Building. Phase III of this review is now in process which is primarily a modification of the thermostatic controls of the internal systems. This will cost approximately \$122,000 which GSA will pay.

7. Other activities reviewed  were:

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a. Snow activities-- equipment and procedures have been updated and improved.

b. Rearranged traffic patterns have expedited traffic flow which include a new entrance gate in West Lot () put out an Employee Notice on this new entrance);

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c. Reallocation of parking spaces--each Directorate has responsibility for the spaces assigned to it;

d. Liaison with Fine Arts Commission on various projects among which have been the Dulles Bas-Relief Medallion, the exhibit cases in "D" corridor, picnic tables, etc;

e. Redecoration of main reception room;

f. Installations of safety cross bars on all outside doors at a cost of \$10 per bar, excluding installation costs;

g. Operation Cleanup included a new system for turning in furniture;

h. Development of new system for turning in and collecting unclassified trash at the North loading area (GSA paid for this operation);

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-4-

Subject: LSD Briefing, 8 November 1968

- j. Improved financial status of Executive Dining Room;
  - k. Training of chauffeurs through GSA course;
  - l. Cleaning and grubbing of land around Headquarters' peripheral fence through YOP at cost of \$25,000;
  - m. OTR Courier Training Course;
  - n. The "checkerboard moves" are 80 per cent complete;
  - o. Planning for construction [redacted] which should be started in next six weeks ( [redacted] inform DD/S when he gets the go-ahead signal). 25X1
8. The briefing was concluded at 1605 hours. 25X1

[redacted]

Special Assistant to the  
Deputy Director for Support

Attachment

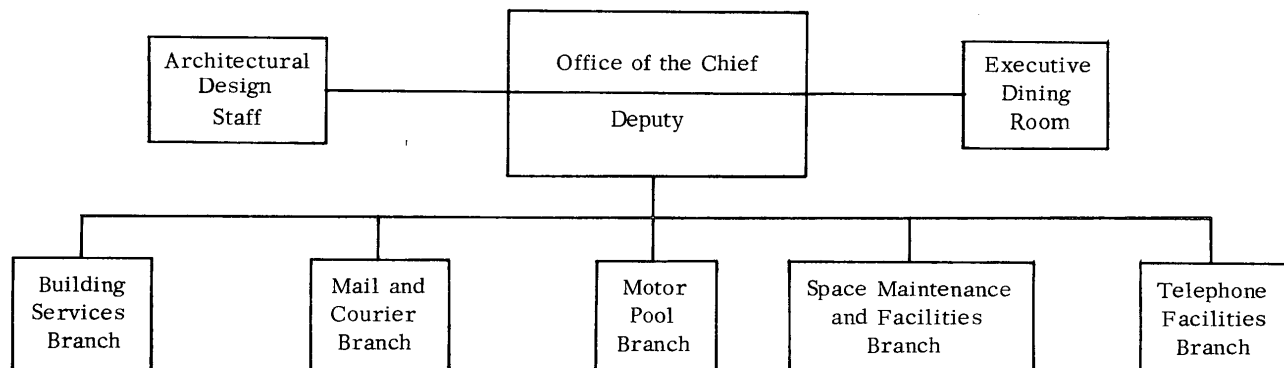
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LOGISTICS SERVICES DIVISION

MISSION:

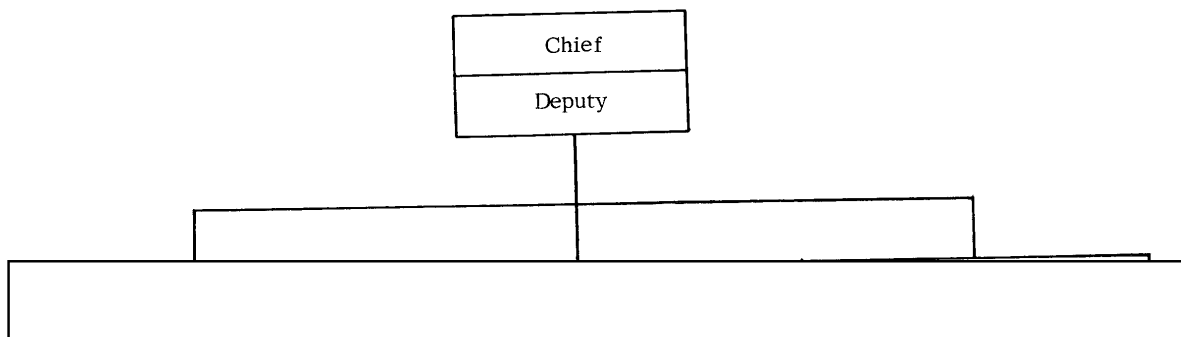
Provide logistics support to overt, Agency components in the Metropolitan Washington area. This includes supply and office services, transportation of personnel and vehicle maintenance; building alterations, repair and maintenance; space planning, allocation, and utilization; telephone facilities; and mail and courier services.



SPACE MAINTENANCE AND FACILITIES BRANCH

MISSION:

Provide building maintenance, alterations, and housekeeping services to support the Agency's overt activities in the Metropolitan Washington area. This includes: operation and maintenance of the pneumatic tube system; control of the parking permit system; scheduling and management of classrooms and the Auditorium; effecting through GSA alterations, repairs, maintenance of buildings and grounds, and food services.

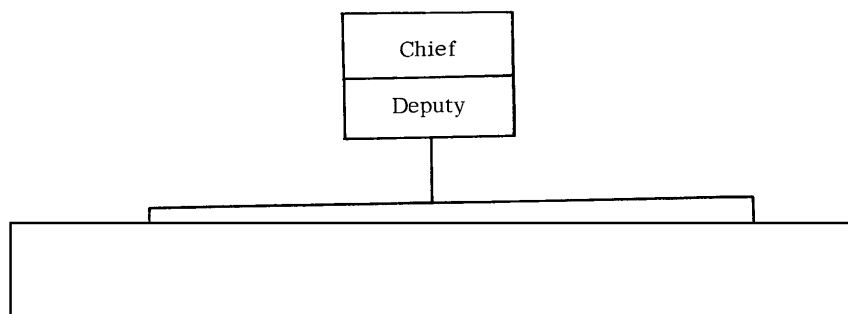


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MAIL AND COURIER BRANCH

MISSION:

Provide mail and courier service in the Metropolitan Washington area for the Agency's activities. This includes: collecting, processing, and delivering all U. S. Postal System overt mail both incoming and outgoing; collecting, processing, and delivering by courier all classified mail within the Agency, courier and delivery service for classified mail addressed to non-Agency activities.

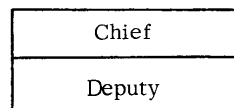


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BUILDING SERVICES BRANCH

MISSION:

Provide supply and office services support to overt Agency components in the Metropolitan Washington area. This includes: collection and destruction of classified trash; receipt and re-delivery of materiel; requisitioning, stocking, and issuing of administrative supplies and equipment; moving office furniture and equipment; maintenance and servicing of office machines and equipment.



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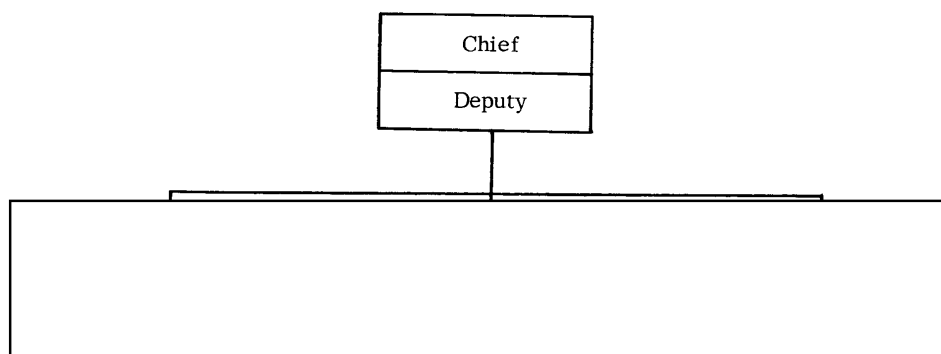


MOTOR POOL BRANCH

MISSION:

In the Metropolitan Washington area, provide transportation for Agency personnel on official business and maintenance and repair services for Agency-owned, overt vehicles. This includes: operation of the shuttle bus system; chauffeured or U-drive-it sedan service; chartered bus and car rentals; operation  issue and control of Agency driver permits; administration of the Agency's "Safe Driver Program."

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TELEPHONE FACILITIES BRANCH

MISSION:

Provide telephone services in the buildings occupied overtly by the Agency in the Metropolitan Washington area. This includes: monitoring and managing the Agency's black-line system; monitoring and managing the Agency's red-line system; technical guidance for components in establishing their requirements for telephonic services; preparing detailed work orders for the installation, re-location, or disconnecting of telephones; placing orders for other telephonic line services such as TWX circuits, data circuits, and alarm circuits; liaison with other Government agencies and with private industry in the telecommunications field; compiling and publishing Agency telephone directories; auditing all bills and invoices for telephonic services; providing operator-manned switchboard service around the clock seven days a week.

Chief

Deputy

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